

**OCM BOCES FLEET DRIVER REQUEST**

OCM BOCES employees, and contracted and summer employees, that need, or may need to drive an OCM BOCES fleet vehicle during the course of their duties need to validate their New York State Driver License prior to the use of any fleet vehicle by following the steps below:

1. The OCM BOCES Fleet Driver Request form must be submitted to the Director of Facilities and Transportation by their Administrative Council level supervisor.

1. The NYS Driver License will be verified and an email will be returned to the driver and supervisor indicating the status.
2. If valid, the driver’s name will be added to the monthly OCM BOCES Approved Fleet Driver list distributed at the beginning of each month.
3. If OCM BOCES is notified of a change in the NYS Driver License status, the driver and the driver’s supervisor will be notified via email.
4. The driver understands they are responsible for notifying OCM BOCES immediately of any change in the status of their NYS Driver License.

I certify that I have a valid driver license and that the use of the OCM BOCES vehicle, and all miles traveled by me are required to perform my job responsibilities.

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| Driver Name (Please Print) | Supervisor Name (Please Print) |
| Driver ID # |  |
| Signature | Signature |
| Date | Date |